

MINNESOTA DEPARTMENT OF PUBLIC SAFETY



OFFICE OF JUSTICE PROGRAMS

Project Information Sheet



1. **CONTRACTING AGENCY** *(This is the agency named in the grant contract that will be responsible for the administration of the grant.)*

Legal Name: Stevens County Sheriff's Office	Phone: 320-859-9999
Address: 400 Colorado Ave.	Fax: 320-589-7777
	E-mail: sheriff@co.stevens.mn.us
City/ZIP: Morris, MN 56267	

2. **AUTHORIZED OFFICIAL** *(This is the person whose name should appear in the grant contract and who will be responsible for ensuring that the terms and conditions of the contract are met. This person does not have to have signature authority, but must be an employee of the fiscal agent cited in #1.)*

Name: Wyatt Earp	Phone: 320-859-4444
Title: Sheriff	
Address: 400 Colorado Ave	Fax: 320-859-3333
	E-mail: earp@co.stevens.mn.us
City/ZIP: Morris, MN 56267	

3. **PROGRAM CONTACT PERSON** *(This is the person that OJP can contact for any programmatic info)*

Name: Joe Friday	Phone: 320-859-1111
Title: Sergeant	
Address: Stevens Co. SO As above	Fax: 320-859-3333
	E-mail: Friday@co.stevens.mn.us
City/ZIP:	

4. **FISCAL CONTACT** *(This is the person that OJP can contact for any financial questions.)*

Name: Arne Carlton	Phone: 320-859-7777
Title: Auditor	
Address: Stevens Co. Govt. Center 250 Debit Ave.	Fax: 320-859-1407
	E-mail: carlton@co.stevens.mn.us
City/ZIP: Morris, MN 56267	

5. **CONTRACT MAILING CONTACT:** *(Which individual should receive the contract packet in the mail and be responsible for obtaining the correct signatures on the contract and completing the necessary forms? NOTE: If it is one of the people listed above you do not need to repeat address and phone information)*

Name: Arne Carlton	Phone:
Address:	
City/ZIP:	E-mail:

6. PROJECT INFORMATION

Project Name: West Border Violent Crime Team	Agency Providing Operational Command: Morris PD	DUNS Number: 45678	Grant Funds Requested: \$106,923
	State Judicial District: 8		Minnesota Tax ID # 87654
	US Congressional District of Applicant Agency: 7		Federal ID # 01-3925466

PROJECT DESCRIPTION FORM					
Name		West Border Violent Crime Team			
Applicant Agency		Stevens County Sheriff's Office			
Counties and cities in target area:		Traverse, Stevens, Big Stone Morris, Hancock, Ortonville			
Agencies Providing Support To The Task Force Other Than Personnel:		Hancock, Big Stone			
Agencies/Programs Cooperating with the Task Force:		BCA – Alexandria Office			
Population in your target area		19,137	# of Sq. Miles	1,633	
PERSONNEL – Assignment to Task Force					
POSITION	Name of Investigator	AGENCY	% TASK FORCE TIME =	% Personnel Costs Funded By Grant (Est.)	Check if Clan Lab Certified
Sworn Staff					
Sergeant	Barney Fife	Morris PD	100%	75%	
Detective	Axel Foley	Stevens Co. SO	100%	0	X
Officer	Harry Callahan	Ortonville PD.	50%	0	
Investigator	Barney Miller	Traverse Co. SO	100%	50%	
Civilian Staff					
Analyst	Serena Stevens	Morris PD	50%	100%	

MINNESOTA DEPARTMENT OF PUBLIC SAFETY



OFFICE OF JUSTICE PROGRAMS

Program Budget Request

Grantee: Stevens County Sheriff's Office

Task Force: West Border Violent Crime Team

Budget Period: from January 1, 2012 through December 31, 2012

{PLEASE ROUND TO WHOLE DOLLAR AMOUNTS IN THE TOTALS FOR EACH LINE ITEM}

SWORN Personnel

For sworn staff supported by this grant request, list the position title(s). Show the annual salary rate and the percentage of time devoted to the program for the grant period or the hourly rate x the number of hours to be worked on the project. Example: Coordinator (\$60,000/yr x .8 FTE = \$48,000). If overtime, so the hourly rate and # of hours of overtime to be paid.

Line Item Detail	Grant Funds
Sergeant/Commander (MPD) \$48,000 x 1.0 FTE	\$36,000
Grant: \$36,000 In-Kind: \$12,000	
Investigator (TCSO) \$32,000 x 1.0 FTE Grant: \$16,000 In-Kind: \$16,000	\$16,000
Overtime:	
Officers (Ortonville PD and Stevens Co. SO) 160 hours x \$28.85/hour	\$4,616
TOTAL	56,616

CIVILLIAN Personnel

For staff supported by this grant request, list the position title(s). Show the annual salary rate and the percentage of time devoted to the program for the grant period or the hourly rate x the number of hours to be worked on the project. Example: Analyst (\$60,000/yr x .8 FTE = \$48,000)

Line Item Detail	Grant Funds
Analyst \$36,000 x .5 FTE	18,000
TOTAL	18,000

SWORN PERSONNEL Payroll Taxes & Fringe

Include fringe benefits should be based on actual employer costs for the personnel listed in the 'Personnel' category and only for the FTE budgeted to the project. Explain what is included in the fringe category and the total percentage you are estimating. Example: (Commander: Health/life insurance, UC, WC, pension, FICA) @ 28.5% of salary = \$13,680)

Line Item Detail	Grant Funds
Sergeant/Commander (MPD) \$36,000 x 24% (health, dental, life, UC, disability, FICA and PERA)	8,640
Investigator (TCSO) \$16,000 x 27.5% (health, dental, life, UC, disability, FICA and PERA)	4,400
Overtime: To be provided by local agency	
TOTAL	\$13,040

CIVILLIAN PERSONNEL Payroll Taxes & Fringe

Include fringe benefits should be based on actual employer costs for the personnel listed in the 'Personnel' category and only for the FTE budgeted to the project. Explain what is included in the fringe category and the total percentage you are estimating. Example: Analyst (Health/life insurance, UC, WC, pension, FICA) @ 28.5% of salary = \$13,680

Line Item Detail	Grant Funds
To be provided by local agency	
TOTAL	

Contract Services

If professional or technical consultants or subcontractors are required, include the name of the consultant, services provided, hourly or daily fees, expenses, and estimated time on the program. Examples of consultants may include evaluators, trainers, or strategic planners. Examples of contracted services may include equipment leases, maintenance agreements, security services, translation services, or subcontracts with outside agencies.

Line Item Detail	Grant Funds
Lab fees for drug testing \$15/sample x 40 samples	\$600
TOTAL	\$600

Training

Itemize training planned for task force members and other staff. Estimate the nature of the training, location, registration fee, travel, and subsistence for the trainee(s).

Line Item Detail	Grant Funds
Commander attendance at 3/08 DEA training in San Antonio	\$1,530
Airfare: \$600	
Lodging: 5 x \$135 \$675	
Per Diem: 5 x \$31 \$155	
Ground Transportation \$100	
TOTAL	\$1,530

Travel/Vehicle

Itemize costs related to the operation of vehicles directly related to task force operations. If you have a motor pool rate by mile or by month, you may use that figure. Examples of actual vehicle expenses include lease costs, insurance, routine maintenance (oil changes), repair work, and gasoline.

Line Item Detail	Grant Funds
Fuel for Sergeant's vehicle: 100 gal/month x 12 months = 1,200 gal x \$2.90/gal = \$3,480	\$3,480
Note: Vehicle lease of \$400/month paid for by forfeiture funds	
TOTAL	\$3,480

Office Expenses

If the program requires the set up of an additional site or needs office supplies, office equipment, or services not already paid for by the agency. Estimate the expenses below. Examples include postage, telephone service, Internet service subscription, or copying.

Line Item Detail	Grant Funds
To be provided as a contribution by the Morris Police Department	
TOTAL	

Program Expenses

Program expenses include monthly cell phone and pager services; field supplies; minor equipment, cameras; computers; prevention materials, costs of convening community meetings; etc.

Line Item Detail	Grant Funds
Misc. minor equipment and supplies (drug test kits, body bugs, batteries, film, etc.)	\$1,057
Cell phone charges: \$300/mo. x 12 months	\$3,600
Laptop computer for Commander (for squad)	\$3,000
Air card and operating costs paid by partner agencies	
TOTAL	\$7,657

Other Expenses (itemize)

Itemize other program costs that do not fit into budget line items above such as overhead, rent, insurance costs, etc.

Line Item Detail	Grant Funds
Task Force Liability Insurance	\$2,400
TOTAL	\$2,400

Confidential Funds

Itemize all costs relating to the purchase of evidence and/or contraband, the payment of funds to an informant, or for undercover or surveillance operations.

Line Item Detail	Grant Funds
Payment to informants regarding drugs. Based upon previous experience, expenditures average \$300/month $300 \times 12 = \$2,400$	\$3,600
TOTAL	\$3,600

TOTAL GRANT FUNDS REQUESTED

\$106,923